Approach for effective Project Management

Ongoing monitoring:

1. Assess project performance against defined parameters complying to project objective
2. Report on project performance
3. Assist in identifying and reporting project overruns
4. Benchmark performance across Program/Portfolio
5. Conduct diagnostic reviews and support to mitigate issues/risks
6. Review stakeholders and prepare responsibility (RACI) matrix for real time management
7. Conduct workshops to enhance project management frameworks

Major deliverable along with brief methodology:

1.0 Project Management Plan

a) Develop, submit to CLIENT for its approval and implement a Project Management Plan (PMP) defining the procedures, project management systems and its approach for the successful implementation of the PROJECT/s.
b) Establish reporting mechanism and procedure for coordination with CLIENT and contractors.
c) Establish procedures and facilitate change management, issue recording, tracking and escalation.

2.0 Project Scope Management

a) Develop PROJECT scope matrix and WBS (Work Breakdown Structure).
b) Track deliverable and perform gap analysis.
c) Periodically review status with suppliers/contractors.

3.0 Scope Change Management

a) Develop and maintain change request register.
b) Review registered technical and commercial change requests.
c) Review change impact analysis and recommend approval/rejection.

4.0 Schedule Management

a) Develop broad milestone schedule
b) Develop detailed master project schedule
c) Review suppliers'/contractors' schedule
d) Monitor critical/near critical activities
e) Update progress and incorporate corrective planning in schedule.
f) Schedule analysis and periodically review with CLIENT.

5.0 Risk Management

a) Develop Risk Breakdown Structure (RBS) and risk register.
b) Assess risk, ranking and mitigation.
c) Prioritize and perform risk analysis.

d) Develop Risk Response/mitigation Plan (RRP) and monitor corresponding actions/events.

6.0 Contract Management

a) Report to CLIENT about non-compliance of contractual obligation (if any) based on information received from CLIENT.
b) Clarify commercial aspects as and when required.
c) Facilitate amendment of contract according to approved change requests.
d) Assist CLIENT in contract closure.

7.0 Management Information System

a) Use/Recommend suitable integrated IT systems as PMIS (Project Management Information System) for managing the project and suitable reporting.
b) Implement robust document control procedure.
c) Periodically submit various reports to CLIENT with respect to PROJECT/s scope/delivery, schedule, quality, contract, risk, issue and safety.
d) Periodically review PROJECT status with CLIENT and suggest mid-course changes as required.
e) Document lessons learned throughout the PROJECT life cycle.
f) Prepare project closing report.